

Notification of Cancellation of Water Supply Service

Date: [Insert Date]

To,

[Customer's Name]

[Customer's Address]

Dear [Customer's Name],

We regret to inform you that your water supply service with account number [Account Number] will be cancelled effective [Cancellation Date]. This decision has been made due to [reason for cancellation, e.g., non-payment, requested service termination, etc.].

Please ensure that all outstanding dues are settled by the specified date to avoid any further charges. If you have any questions or require assistance, feel free to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

We appreciate your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]